



Design questionnaire and checklist

Customer
Name:
Address:
Tel:
E-mail:
Job No:

A full description of scope of work and service and fees are available on request. I/we have read, understood and agreed to the terms and conditions laid out in the Services and Rate Card document. I/we agree to the agreed fees laid out below. I/we approve the design brief as documented in the 'Design questionnaire and checklist'. I/we understand this quote is for an Outline Plan only. Any agreed additional services and their fees are also listed in this document. Settlement of accounts is expected within 14 days of the client receiving the invoice. Failure to settle will result in a 5% surcharge applied continually every calendar month.

Description	Instalments		Date:
	25% Deposit Collected on completion of site survey	75% Balance payment Collected on completion of designs and basic modifications	Signature:
Outline Design	£	£	£
	Total Cost		£

Checklist	Required (Y/N)	Comments
Necessities		
Access routes to building & garden		



Access routes to garage/parking		
Budget		
Children's play area		
Climbing frame		
Sandpit		
Swing		
Clothes dryer/washing line		
Disabled or elderly users		
Dustbin area		
Maintenance - high or low?		
Pets		
Screening/privacy		
Windbreaks		
Checklist	Required (Y/N)	Comments
Design styles		
Style preference e.g. traditional, contemporary.		
Formal, informal, curved, geometric, rectangular.		
Inspiring gardens		
Functional features		
Compost area		
Garage		
Potting shed		
Storage shed		



Features		
Barbecue		
Beds		
Borders, for herbaceous plants		
Borders, for shrubs		
Borders, mixed		
Birdbath		
Bird table		
Changes of level		
Decking		
Fruit garden		
Gravelled area		
Greenhouse/conservatory		
Herb garden		



Checklist	Required (Y/N)	Comments
Hobby area		
Lawn (mainly for decoration)		
Lawn (mainly for recreation)		
Lighting		
Ornaments		
Outdoor dining area		
Patio/terrace		
Pergola		
Pond/water feature		
Raised beds		
Seating		
Summerhouse		
Sundial		
Use of garden e.g. 'outside room' , garden as a hobby		
Vegetable plot		
Preferred hard landscaping materials		
Stone type		
Brick type		



Wood type		
Metalwork type		
Gravel/pebbles/rocks		

Checklist	Required (Y/N)	Comments
Plants		
Existing plants to be kept		
Ground cover plants		
Preferred trees		
Preferred flowers		
Preferred flower colour		
Preferred plant type		
Preferred foliage		
All year interest plants		
Herb/veg plot		
General likes & dislikes		
Special interest		
Provision for birds/wildlife		
Other		

Clients brief



Further notes

Is the house/property in a conservation area or a listed building?

Do you intend to build the garden design yourself?

Are you intending to use a builder/landscaper to implement the garden design?